

These are the minutes of the Regular Session of the City of Adams, WI held on October 1, 2012 in the City Municipal Building.

Meeting was called to order by Mayor Baumgartner. On roll call were Alderpersons Jensen, Kierstyn, Marti, Scott, Suhr, Administrator Ellisor and Chief Hanson. Alderperson Manthey was excused.

The Pledge of Allegiance was recited.

**Motion by Jensen, second by Suhr to approve the minutes of the September 17, 2012 meeting as printed. Roll call vote, all voted aye.**

Petitions and Communications: None received.

Report of Standing Committees:

**Main Street Revitalization:**

Downtown Planning & Development Workshop (Facilitated by Beckett & Raeder, Inc. with Market and Data Analysis gathered from site visit and community engagement sessions):

Discussion of Market Analysis based on site visit in early August 2012 was held. Overview of initial findings of and Community Engagement sessions was also reviewed with the Committee and participants. Data and information summaries were provided to those in attendance.

Sample images and economic analysis was presented and discussion was held as to whether the direction of the business promotion and streetscape design concepts were consistent with priorities expressed by community members. There was general concurrence among those present that the concepts and suggestions presented were very much in line with preferred vision for the community.

The concept plans will be worked out further and presented again at another session anticipated for November.

**Finance Committee:**

Discussion/Recommendation Relating to Purchase of Spillman Tech – Records System:

Chief Hanson presented information on the Spillman Tech records management system and advantages the system offers the Department. The Chief also proposed amendment to the Capital Equipment Budget to allow for purchase of the Spillman program over a three year period. Project cost spread over three years is approximately \$29,000.

Recommendations were made to approve the purchase of Spillman Tech – Record System and to Amend the Capital Equipment Budget Accordingly.

Discussion/Review/Recommendation Relating to the 2012 Capital Project Budget(s):

A spreadsheet update on the EDA South Business Park project was provided and reviewed by the Committee. The improvements in the Business Park are expected to be substantially complete by mid October.

Discussion/Review of Railroad Centennial Event:

Currently the Centennial “Events” budget has a balance of \$6,000. The amount to be reimbursed to TIF #3 for funds advanced is yet to be determined.

Review 2012 Budget Revenues & Expenditures: Most expenditures are in line with budget projections for the first 9 months.

Preliminary Discussion/Review – 2013 F.Y. Budget:

Administrator Ellisor reviewed some of the audit report information regarding the Water and Sewer Utility budget with the Committee. The Utility budget will be scrutinized closely during the FY 2013 Budget Preparation. Update was also provided on the Wastewater Treatment

Agreement with Castle at the Bay (formerly Northern Bay) and the request for disposition of the escrow funds held.

**Policy & Procedure Committee:**

Discussion/Recommendation of City Ordinance Relating to Liquor Licenses:

Sample Ordinance was reviewed relating to applying expiration periods to issued liquor licenses that are inactive or under-utilized. It was explained that the City does not presently have any Ordinance on record addressing this matter.

Recommendations were made to adopt an ordinance relating to abandonment or insufficient use of a liquor license.

Discussion Relating to Business Revitalization – Food & Beverage:

Discussion was held regarding absence of available liquor license in the City should a new food and beverage establishment want to locate here. This was generally considered a limitation for promoting new business and research is being done to determine how an additional license can be arranged as a business facilitation incentive.

Discussion/Recommendation Relating to Professional Conduct Policy – Elected Officials:

Code of conduct sample policies were provided and reviewed by the Committee. A condensed policy edited for the City of Adams will be presented at a future meeting for Committee consideration.

Discussion/Review Ordinance Recodification:

The first draft segment of the re-codified Ordinance language was provided for review over the next couple weeks. Committee will reconvene at a later date to consider comments and recommendations on the first issue of re-codified Ordinance drafts.

**Report of City Officers:**

**Mayor Baumgartner:** Informed the Council and citizens that a website was created for the Main Street Revitalization project and has updated information, vision sessions, revitalization concepts for the future and comments can be left. The website address is [weareaf.com](http://weareaf.com).

**Administrator Ellisor:** Reported the paving at the South Business Park will start next Monday and the remaining alleys are scheduled to start middle of October. He is involved with the budget and the finance committee will be scheduling special meetings for the budget process. He is getting the information that we rely on every year and assembling parts of it. He is working on updating the agreements with Castle at the Bay and the intergovernmental agreement with Strong's Prairie.

**Chief Hanson:** Reported that Take Back was Saturday and it was a low turn out. He stated that he may skip every other collection. He will be at A-F Middle School at the end of the month during parent teachers conferences to hand out drug and internet safety books. Community Safety Net had advised him that the community businesses were very generous this year and will have plenty of books available to the fourth grade classes and other students. Thank you letters have been sent to all businesses and a special thank you to a business that purchased one hundred books and will provide more information at a later meeting.

**New and Unfinished Business:**

**Motion by Marti, second by Kierstyn to Adopt Ordinance 05-2012 Relating to Abandonment or Insufficient Use of Liquor Licensed Premises. Roll call vote, all voted aye.**

**Motion by Marti, second by Jensen to Approve Purchase of Spillman Tech – Records System, Including Amendment of Public Safety Capital Equipment Budget. Roll call vote, all voted aye.** Chief Hanson explained that with purchasing of the Spillman the department would be using the same as the Town of Rome and the County Sheriff's Department.

THE MINUTES ARE DRAFT AND SUBJECT TO COUNCIL APPROVAL

There were no operator license applications received.

**Motion by Jensen, second by Scott to Approve Payment of Bills. Roll call vote, all voted aye.**

**Motion by Marti, second by Scott to Adjourn. Roll call vote, all voted aye.**

Respectfully Submitted,

Janet L. Winters, CMTW, CMC, WCMC  
Clerk/Treasurer